



University of Hawai'i Community Colleges
Windward Community College
1:00 – 4:00 PM Monday, October 29, 2007

IR Cadre Record of Proceedings

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA

Shawn Flood, HAW CC
Steven Shigemoto, HON CC
Guy Nishimoto, KAP CC
Wilson Lau, KAP CC
Jeffery Arbuckle, KAP CC
Kathy Hill, LEE CC
Charlotte Watanabe, LEE CC
Jeannie Pezzoli, MAU CC

Debie Amby, MAU CC
Bradley Duran, MAU CC
Jeff Hunt, WIN CC
Nalani Quinn, WIN CC
Earl Nishiguchi, DOSS
Gary Shibuya, APAPA
Sam Prather, APAPA

Continuing Business

- ❑ Annual Reports of Program Data update – Most recent routines were sent October 18. Memos have been sent requiring Annual Reports of Program Data on all programs by December 15.
 - Earl Nishiguchi stated the DOSS want to use AtD data for program reviews and will try to meet with the AtD team in November.
 - Annual program data for Administrative Services programs will be coordinated by the office of the UHCC Director of Administrative Services.
 - Templates and data elements for Academic Support Services programs are still under review.
- ❑ NCCBP Data – National aggregate reports & website, usernames and passwords have been distributed.
 - Discussion on ways to use data at the campus and to whom to distribute the reports. Data should be considered for use in the Strategic Planning benchmark function.
- ❑ Achieving the Dream Initiative – discussions included:
 - Data submission status and term file errors.
 - Charlotte Watanabe **requested list of names and IDs of students whose inclusion in the General Record file may have been an error.** She will check the cohort selection routine.

- Data Team Meeting – Monday, October 15 proceedings – Cadre members report not being included in campus AtD discussions.
- College Visits by VP Morton & Team Coaches – members reported that the visits went well and were well received.
- Data presentation and analysis –Cheryl Chappell-Long also discussed:
 - Are you sharing/posting JBL canned data reports? There may be a memo forthcoming from the Core Team to the Chancellors to make this a priority. Jeff Hunt’s website presentations provide a good model and methodology should be shared.
 - Are you working with your college Core Team to prepare responses to Bill Piland’s list of questions for each campus (email 10/19 1st look)?
 - What are you doing about the Data Plan from Bill Piland (forwarded 10/8)?
 - Consider data collection efforts in the future – for November 15, next year, and additional things your core team will want.
 - Cadre members discussed common display of AtD on college websites (e.g. how to label and display each cohort). A proposal for a separate training session was discussed but the consensus was that it was not needed at this time.
- ❑ Vice Chancellors Academic Affairs Update – not present.
- ❑ Dean of Student Services Update - Earl Nishiguchi reported the survey of student intent would be available in registration for spring 2008. He also indicated that it might be a “pop-up” which may be blocked by most system settings.

New Business

- ❑ CCSSE registration and questions – Cheryl Chappell-Long stated that
 - All colleges are supposed to agree on the 15 additional questions that will be used on the CCSSE survey.
 - Emphasis will be on AtD areas -- the IR Cadre, System Core Team, System Data Team should be making recommendations on the questions.
 - **The questions are due to November 23.**
- ❑ Strategic Planning Council – has met twice. Internal/external issues and planning assumptions presentations were given at the October 19 meeting. Full set of materials at UHCC Strategic Planning. The update to the strategic plan is for 2008-2015.
- ❑ Discussion of standardizing software used by the IR Cadre (e.g. OFFICE 2007 for AtD).

Next Meetings:

On Site: Mondays (Windward CC 1:00 to 4:00 pm)

Fall 2007: Nov 26th; Dec 17th

Spring 2008: Jan 28th; March 17th; April 28th; May 19th; June 30th

Polycoms to be scheduled as needed